



County of Los Angeles

Department of Health Services



Invites Curriculum Vitae for:

MEDICAL DIRECTOR II (UNCLASSIFIED)
HARBOR-UCLA MEDICAL CENTER

Functional Title: Chief Medical Officer

RESTRICTED TO EMPLOYEES OF THE DEPARTMENT OF HEALTH SERVICES

ANNUAL SALARY: \$217,752 - \$381,828 (Range E-26)

FILING PERIOD: June 6, 2016 – Until the position is filled



DEPARTMENT OF HEALTH SERVICES

The Department of Health Services (DHS) is the second largest health system in the nation. DHS serves the health care needs of millions of residents and encompasses hospital and outpatient care, programs and clinics, Emergency Medical Services (EMS) and rehabilitation services. DHS operates four hospitals: LAC+USC Healthcare Network, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Rancho

Los Amigos National Rehabilitation Center. The Department also operates two multi-disciplinary ambulatory care centers – High Desert Health System in the Antelope Valley, Martin Luther King, Jr., six comprehensive health centers, and numerous health clinics. DHS leads the County's effort to provide personal health services to the residents of Los Angeles County, of which approximately 2 million are uninsured. The Department's services are critical for the medically indigent, working poor, and those who are without access to other health care. In addition, services are critical to the maintenance of the County's trauma care network. Through university affiliations, County hospitals also conduct postgraduate medical education for interns, residents and fellows to train the physician workforce for tomorrow. The current departmental budget is approximately \$4.2 billion and includes funding for approximately 21,577 positions.

POSITION OVERVIEW

This position is unclassified (at-will) and will report directly to the Chief Executive Officer of Harbor-UCLA Medical Center and will receive general direction from the Chief Deputy Director, Health Services, Clinical and Medical Affairs, and is responsible for the planning, developing, and implementing departmental goals and strategies for medical care. This position oversees the management, administration, quality, provision and delivery of all medical and clinical services at the Medical Center.

EXAMPLES OF DUTIES

- Formulates, develops, and executes medical plans, policies and programs.
- Implements actions to assure that clinical operations are cost effective by analyzing internal and external costs, resource utilization and performance data, and developing and enforcing actions designed to address inefficiencies.
- Maintains acceptable standards of patient care and the introduction of modern techniques and therapeutic agents.
- Directs intern and residency training programs and other medical programs of professional instruction.
- Maintains acceptable standards of teaching programs and research.
- Enforces standards for selection, appointment and retention of medical staff, including a formal program of continued medical education.
- Coordinates the professional services within the hospital.
- Coordinates the services of attending physicians and house staff physicians.
- Maintains relationships with professional groups and cooperating medical schools with respect to standards of medical training and service.
- Coordinates the professional services of the hospital with other divisions of the Department of Hospitals, other county departments and outside agencies.
- Sets the standards of professional conduct for the medical staff under his or her supervision within the hospital.
- Disseminates medical information to the press and other news media.
- Provides direct patient care and professional medical services.
- Provides leadership in the development of relationships critical to the new health care delivery system.
- Oversees the assessment of hospital capacity needs and redirects resources within the facility to ensure appropriate access and availability to medical care for patients.
- Implements and maintains systems and processes to investigate and resolve complaints from patients, staff, and the general public to ensure that the hospital complies with all rules and regulations.
- Directs the development, implementation, maintenance and enhancement of all clinical and medical services and programs, medical policies and procedures, and quality assurance programs and activities.
- Develops annual budget and performance indicators for medical staff departments, ensuring fiscal responsibility and accountability of clinical departments and medical administration, as well as ensuring expenditures, revenue, and performance targets are met.

- Ensures key leadership roles are filled through recruitment, orientation, and fostering the professional development of clinical chairs.

The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.



QUALIFYING TRAINING AND EXPERIENCE

Certification by an American Specialty Board and two (2) years of medical administrative* experience in a large sized** integrated healthcare system.

*Medical administrative experience in the County of Los Angeles is defined as planning, organizing, developing, staffing and controlling of a healthcare facility, clinic, unit, ward, or program.

**A large sized integrated healthcare system are those serving a large patient population and considered licensed for 300 or more beds.

LICENSE:

A California State Physician and Surgeon's Certification authorized by the Board of Medical Examiners of the State of California.

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

DESIRABLE QUALIFICATIONS

- A post graduate degree(s) in Health, Business Administration, Public Health or a closely related field.
- Experience in developing and/or managing academic medical programs and services.
- Experience in developing and funding research programs.
- Excellent oral and written communication skills.
- In-depth knowledge of and experience in health care management, planning, and administration.
- Extensive and in-depth knowledge of Federal, State, and accrediting agencies regulations regarding the administration and provision of health/patient care services.
- Demonstrated excellent leadership ability through involvement in the development of health care delivery programs.
- Strong leadership and interpersonal skills including the ability to motivate people, team building and lead teams, communicate, mobilize partnerships and integrate multiple programs.
- Strong clinical knowledge and systems based knowledge.
- Ability to develop and execute policies and programs for the improvement of patient care, clinical effectiveness and operational efficiency.
- Experience in directing multiple medical programs/services that serve diverse patient populations and demographic profiles.

- Experience with organizational change, strategic planning, or entrepreneurial ventures.
- Experience interacting with public officials, professional personnel, employee unions, advocacy groups, external organizations, and the general public.
- Experience in providing technical assistance or leadership in analyzing and developing policy and procedures for contracting agencies.

COMPENSATION AND BENEFITS

Annual Salary: \$217,752 - \$381,828

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific need.

BENEFITS PACKAGE:

- **Retirement Plan** – The candidate will participate in a contributory defined benefit plan. The Los Angeles County employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Upon retirement, the candidate may participate in a retiree healthcare benefits program. A new County employee hired after June 30, 2014, will be eligible to participate in the Los Angeles County Retiree Healthcare Benefits Program: Tier 2. Details on the Tier 2 program will be provided upon request.

- **Cafeteria Benefit Plan** – The MegaFlex Benefits Plan is cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)
- **Non-Elective Days** – Ten (10) paid days per year with the option to buy 1 to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Healthcare Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.



SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level of scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted for consideration.

NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed, special qualifications and a record of accomplishments.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned with field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
 - The name of each employer, titles held, dates of employment, and salary information.
 - Size of organization and budget information for programs managed.
 - Number and composition of personnel supervised.
 - Scope of management responsibilities and functions managed.
3. Sufficient information to determine if candidate experience meets the Qualifying Education & Experience Requirements and Desirable Qualifications sections of this recruitment announcement.

All submitted information will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Brenda La Fave, Exam Analyst
 Department of Health Services
 Recruitment & Examinations Office
 5555 Ferguson Drive, Suite 220-10
 City of Commerce, CA 90022
 Phone: (323) 869-7073
 Fax: (323) 869-0942
 E-mail: blafave@dhs.lacounty.gov

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call the ADA Coordinator at:

(323) 869-7124 – ADA Coordinator – Voice
(800) 899-4099 (TTY)
(800) 897-0077 (TTY)
(800) 735-2922 (CRS)

Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles

(County Code Section 5.12.110).

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

EMPLOYMENT ELIGIBILITY INFORMATION

Final employment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

This announcement may be downloaded from the County of Los Angeles websites at:

<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer